

DLAM 7000.5 CONTRACT ADMINISTRATION SERVICES ACCOUNTING PROCEDURES
PART 13 EXTERNAL REPORTING
CHAPTERS 1 and 2

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CHAPTER 1 EXTERNAL REPORTS

13.1.1 CHAPTER OVERVIEW

13.1.1.1 PURPOSE OF EXTERNAL REPORTS

This chapter contains data applicable to reports prepared by the DFAS for distribution to the various activities specified herein. The data reported on the DFAS's financial reports updates the Services financial records and impacts the accuracy and completeness of the Services Subsidiary, General Ledgers, and financial reports. The external interface of the accounting data contained in the various RCS and other miscellaneous financial and administrative reports are critical in the Services reporting to the Department of Defense and the Treasury Department. Therefore, extreme care and caution must be exercised in their preparation.

13.1.2 ARMY REPORTS

a. TB0095 has been established to determine whether or not expenditures will be reported as a cross disbursements. Those matching TB0095 on service code, fund code, and limit will be assigned FDRI 36B and be included on Reports UYFL05, UYFG27, and UYFG28.

b. For transactions not matching TB0095, if the service code is 1 or 5, FDRI 34A will be assigned and they will appear on Reports UYFL01, UYFG27, and UYFG28; if the service code is 3 or 7, FDRI 36C will be assigned and they will appear on Reports UYFL02, UYFG27, and UYFG28.

13.1.2.1 UYFL01 - TRANSACTIONS FOR OTHERS, INTRA-ARMY, RCS CSCFA-110(R1)

a. This daily report contains the expenditure transactions processed for the Army DSSN. The report is forwarded via FTP to DFAS Indianapolis for distribution to the indicated fiscal station.

b. Upon receipt of this report, the totals will be reconciled to the Army Vouchered Disbursement List, Report UYFG01, and the Army Refund List, Report UYFG09. In addition, inasmuch as the foregoing listings pertain only to MOCAS transactions, it will be necessary to add the Non-MOCAS transaction totals to arrive at and reconcile the overall totals for the day. The Non-MOCAS transactions must be manually input using the current ACCESS database.

c. If adjustments are required due to payment and collection actions taken after cutoff time, it will be necessary to manually adjust the file by deleting line items for voided checks or adding line items for hand-cut checks in the ACCESS database. Transactions must also be manually prepared to input or delete the disbursement and collection data pertaining to hand cut and voided checks to update the CLR data base. In addition, adjustments must also be made using screen UNAA43 to update the monthly RCS CSCFA-302 database to ensure that it contains all the disbursement and collection data processed during the month.

d. After the file has been reconciled and properly annotated, as necessary, it will be utilized to control the submission of the vouchers and supporting documentation to the funding stations. The daily TFO File will be forwarded to DFAS Indianapolis within two workdays from the disbursing processing date. Vouchers will be balanced by station.

13.1.2.2 UYFL02 - DLA/DCAA TRANSACTIONS FOR OTHERS

a. Upon receipt of this report, it will be reconciled to the DLA Voucher Disbursement List, Report UYFG03, the DLA Refund List, Report Number UYFG11, and the manual input of DCAA transactions. If adjustments are required due to payment and collection actions taken after cutoff time, voided and hand-cut checks, etc., it will be necessary to adjust the file by using the current ACCESS database application. Transactions must also be prepared to update the CLR as appropriate.

b. The report will be reconciled in the same manner as indicated in the preceding subparagraph for Report UYFL01. The original file will be FTP'd to DFAS Indianapolis for the funding stations daily.

13.1.2.3 UYFL05 - TRANSACTIONS FOR OTHERS - CROSS-DISBURSING, RCS CSCFA-110 (R1)

a. The Transactions for Others - Cross-Disbursing pertains to disbursement and collection activities, generally non-MOCAS, for other departments and agencies; i.e., U.S. Air Force (Department 57), U.S. Navy (Department 17), Department of Defense Agencies (Department 97), and U.S. Coast Guard (Department 69).

b. This report is generated in the weekly cycle for disbursement and collection transactions processed through the close of business on Friday. The last cycle in each month will end on the last business day of the month in order to be consistent with and permit reconciliation with the monthend RCS CSCFA-302 Report.

c. Routing. The weekly CSCFA-110(R1) Reports applicable to the Air Force, Navy/Marine Corps and DoD Agencies, will be forwarded to DFAS Indianapolis.

13.1.2.4 UYFG28 - ARMY RECEIPT AND OUTLAY DATA REPORT, RCS CSCFA-302

a. This report is prepared monthly and consists of two parts. Part 1 is the Statement of Transactions and part 2 is the Statement of Accountability. The report must include all disbursement, collection, and reimbursement transactions previously furnished the Army activities and DFAS Indianapolis by the daily and weekly RCS CSCFA-110(R1) Reports. As this report includes the Accounting and Finance Officer's Statement of Accountability, extreme care and caution must be exercised to assure that the report is in balance and accounts for all the disbursement activity for the month. Thus, in order to ensure that reliable and timely data are available for submission with minimal effort, the daily verification of Statement of Accountability and Statement of Transaction is a necessity.

b. The reporting of expenditure data will be for transactions recorded during the month. The report will be submitted via AUTODIN in sufficient time to arrive at DFAS Indianapolis no later than 2400 hours, Eastern Standard Time, the first workday following the close of the monthly accounting period.

c. The RCS CSCFA-302 includes the Non-MOCAS as well as the DCMD transactions. This will encompass the TFO transactions, Deposit and Receipt accounts, and disbursements for self (Non-MOCAS). The Non-MOCAS data may be input on a daily basis or at monthend (local option).

d. Upon receipt of Report Number UYFG28, the Statement of Transactions will be reconciled to the manual control ledgers. The Statement of Accountability must also be reconciled to the internal controls. If out-of-balance conditions exist, the appropriation with the out-of-balance condition or Statement of Accountability data will be researched and appropriate corrective actions taken. If the report is incorrect and the data base must be corrected, prepare and input transactions to correct the report data.

e. Standard Form 1219, Statement of Accountability and Schedule of Confirmed Deposits will be provided to DFAS Indianapolis no later than the tenth workday after monthend. The data reflected on the hard copies of the documents must agree with the AUTODIN transmission. If differences are noted during or subsequent to the submissions, Indianapolis will be advised immediately by telephone. The corrective actions to be taken, if any, will be coordinated with Indianapolis.

13.1.2.5 MONTHLY FINANCIAL STATUS REPORT

a. This report is prepared monthly and is a record of each CLR Master containing Department Codes 1 and 5. The report will be forwarded monthly to the applicable accounting station via AUTODIN by the tenth calendar day following the end of the month.

b. To generate this monthly report, the CLR Master, the Contract File Master and the Accounting Station Master files are input. The report is transmitted through the data exit system to the applicable accounting stations. Records in the file with invalid accounting stations will be punched out and forwarded to the Finance Office for accounting stations number corrections. Corrections to the CLR records will ensure correct transmission at the end of the next month.

13.1.2.6 UYFR04 - CONTRACT FINANCIAL STATUS

a. This report is a quarterly listing of the CLR and corresponding data from the Contract File administrative records. The sequence of the report is PIIN/SPIIN within accounting station. The report is prepared as of the end of the quarters ending November, February, May, and August.

b. Upon receipt of this report, it will be reconciled to the CLR. If out-of-balance, confirm that correct tape files were utilized to generate the report.

c. This report is to be mailed to the applicable funding stations no later than the eighth workday following the end of the quarter being reported. Four copies of each of the applicable accounting stations listing will be mailed.

13.1.3 AIR FORCE REPORTS

13.1.3.1 UYFG20 - MONTHLY REPORT OF DISBURSEMENT AND COLLECTION TRANSACTIONS RCS HAFACFM-7113

a. This report consists of the Statement of Accountability and the Statement of Transactions. The Statement of Transactions is prepared by mechanically summarizing disbursement transactions processed during the month. The Statement of Accountability is prepared from the data input at monthend. The Statement of Accountability encompasses SF 1219 and AF 1341 inputs. This report will not reflect any adjustments made by means of SF 1097, AF 827, JV, etc., received from Air Force accounting activities and/or AFAFC, Denver, during the recent reporting period.

b. Posting transcripts will be prepared to create records for the preparation of the Statement of Accountability, the SF 1219 and AF 1341 transactions.

c. Upon receipt of the RCS HAFACFM-7113 Detail Card Proof List (DD Form 1329), the Statement of Transactions totals will be reconciled to the manual appropriation control ledger and to the net disbursements reflected on the Statement of Accountability. The Statement of Accountability will be verified against the transcripts prepared to create that part of the report. Gross disbursements on the Statement of Accountability, line number 410, minus collections, line number 220, should equal the net disbursement on the Statement of Transactions or equal line number 411. In reconciling the Statement of Transactions if it contains discrepancies, they will be corrected or replacements will be prepared. Corrections made will be annotated on the listing. The listing will be retained one year for reference purposes.

d. The report will be submitted via AUTODIN and is due out on or before the fourth workday of the following month. Text header and text trailer records are required for the transmission of this report.

e. Hard copies of AF Form 775, Letter of Transmittal-Original Statement of Vouchers, AF Form 1341, Schedule of Deposits, DD Form 1329, Statement of Transactions, and Standard Form 1219, Statement of Accountability will be forwarded (mailed) to the Air Force Accounting and Finance Center, Denver, CO, 80279, no later than the fourth workday after monthend. The data reflected on the hard copies of the documents must agree with the AUTODIN transmissions. If differences are noted during or subsequent to the submissions, AFAFC will be advised immediately by telephone. The corrective actions to be taken, if any, will be coordinated with AFAFC.

13.1.3.2 UYFK04 - AIR FORCE MONTHLY OBLIGATION, UNDERRUN REPORT, RCS HAFACFM-7139

a. This report includes all the current month CLR underrun (Q) transactions generated as obligation decreases. The report will be submitted to all the applicable Air Force funding activities.

b. The sequence of this report is PIIN/SPIIN within Accounting Station Number.

c. The report is due out by the fourth workday after the close of the month. One copy of the mechanized listing will be mailed to the various Air Force accounting stations. File one copy of the report for future reference. Replace with the next submission of the report.

13.1.3.3 UYFK05 - FINANCIAL STATUS OF CONTRACT REPORT, RCS HAFACFM-7140

a. This report is prepared monthly and is submitted to all Air Force funding activities. The report is due out by the eighth workday of the month and will be forwarded by mail. One copy of the mechanized listing will be forwarded to applicable accounting stations. A copy of the listing will be filed for reference purposes. Replace with the next submission of the report.

b. The source of data for this report is the monthly CAR Air Force work file. The sequence is PIIN/SPIIN within station number. The report includes closed contracts for the month being reported. The CLR report for closed contracts will have an X in the last position.

c. Upon receipt of Report Number UYFK05, the totals will be reconciled to the monthend Air Force CLR balances. After the report has been reconciled, the listings will be packaged and mailed to the applicable Air Force accounting stations.

13.1.3.4 UYFR05 - AFSC REMAINING FUNDS REPORT (Q)

a. This report is developed from data contained in the CLR Master and certain selected data elements from the Contract Master. The Contract data elements are contractor's name, Contract section, type contract, buying activity, reason code, and estimated completion date.

b. This is a two-part report, and includes certain contracts in section 2, 3, and 4 of the Contract Master. Part 1 reflects contracts in overage status. Part 2 contains nonoverage contracts but show unliquidated balances on the CLR. The report will be produced quarterly, as of the last day of December, March, June, and September.

c. Upon receipt of this report, the Finance Office and Contract Administration (CA) personnel will review the report and process corrections, as necessary, to update the data base with corrected data. Particular attention must be given to part 1 of the report. The Directorate of Contract Administration will provide Reason Codes for those overage contracts that contain estimated completion dates, but do not contain Reason for Delay Codes, and overage contracts that do not contain estimated completion dates nor Reason for Delay Codes. The Finance Office will research and provide explanations on CLR credit balances other than Work in Progress Payments, (if not offset or otherwise valid). Any other voids, discrepancies noted, e.g., no cost with unliquidated obligations, etc., will be annotated on the report. Part 1 of the report will be annotated with estimated completion dates, Reason for Delay Codes, explanations for credit balances, etc., prior to the report being released. Followup and suspense actions will be taken to ensure that the next quarterly report is correctly generated for the contracts containing discrepancies during the current quarter-end reporting.

d. One copy of the report will be mailed to the applicable Air Force activities and a magnetic tape, on seven track, 556 BPI, will be mailed to HQ AFSC, ATTN: PP. The tape and printed copy of the report will be mailed no later than the tenth calendar day following the end of each quarter. The page of the report with the letters HDQTR in the heading will be discarded. The magnetic tape will provide the data to HQ AFSC. Those pages of the report with the letters FIELD in the heading will be forwarded to the Procurement Office identified on the report after review and correction of errors, insertion of missing data elements and annotation of explanations for credit CLR balances. Reports for any other Procurement Office will be discarded.

13.1.4 NAVY REPORTS

13.1.4.1 UYFG14 - DAILY NAVY EXPENDITURE REPORT

a. This report contains the daily disbursement and collection transaction processed for the Navy. The sequence of the report is voucher number within PIIN/SPIIN.

b. Upon receipt of this report, it will be reconciled to the Navy Voucher Disbursement List, Report Number UYFG04 and the Navy Refund List, Report Number UYFG12. If hand-cut checks are issued after cutoff or checks already issued are voided, it will be necessary to adjust the file prior to transmission to DFAS Cleveland. If error conditions are the result of CLR discrepancies, CLR transactions will be prepared and input to correct the CLR Master File.

c. A transmittal letter, signed by the Accounting and Finance Officer (AFO) or the AFOs designee, will be utilized to transmit the daily expenditure package to DFAS Cleveland. The package will consist of the completed forms indicated below, listings as follows:

- (1) Original copy of vouchers.
- (2) Voucher Control Form, DLA Form 1430.
- (3) Balance Sheet, NAVCOMPT Form 379.
- (4) Daily Expenditure Listing.
- (5) Accounting Station copies of Subvoucher/Collection Vouchers and supporting documentation.
- (6) Schedule of Voucher Deduction, SF 1096.
- (7) Check Record Listing.

d. The transmittal letter will indicate that the data have been balanced; i.e., the number and value of lines on the Daily Navy Expenditure Listing are equal to the number and value of transaction lines on the payment vouchers. Sufficient copies of vouchers and supporting documents will be made to provide for distribution to each separately listed Bureau Control Number. Also, an additional copy of the voucher will be furnished for each activity performing stores or property accounting when transaction type codes beginning with 1 or 7 (except IJ, IK, IW, or 7R through 7Z) are shown. The DFAS Cleveland will make the necessary distribution to the accountable station. The disbursement package will be forwarded to the Cleveland within two workdays from the disbursing processing date.

e. Within two workdays after monthend, forward Standard Form 1219, Statement of Accountability and Schedule of Confirmed Deposits for the month to DFAS Cleveland.

13.1.5 OTHER EXTERNAL REPORTS

13.1.5.1 ACCRUED EXPENDITURE/ ACCOUNTS PAYABLE PROCESSING

a. The Accrued Expenditure/ Accounts Payable process is mechanically prepared as of the end of each month. The files are generated for each service and FTP to the applicable site. The files are at appropriation level with the amount accrued for each appropriation.

13.1.6 UNAA20 - FINANCIAL DATA MENU

a. GENERAL - This menu screen allows access to all MOCAS financial functions. It is accessed through Option 7, Screen UNAA10, and MOCAS Data Entry Menu.

b. SCREEN FORMAT - Figure 13-1 is a sample screen format for UNAA20.

```
*****
*****
UNAA20                                FINANCIAL DATA ENTRY MENU

BATCH STATUS INQUIRY.....B      MODE XC.....X
INVOICE DATA ENTRY MENU.....1   TRANSACTIONS FOR OTHERS:
                                   DETAIL RECORD.....8
MAAPR REQUEST DELETE DATA ENTRY.....2   TFO ADDRESS MAINTENANCE.....9

DISBURSEMENT DATA ENTRY MENU.....3   302 REPORT MENU.....10

AF C-147 & 1341, SF 1219, DD 1329....4   PROGRESS PAYMENT MENU.....11
AIR FORCE C-146 DATA ENTRY.....5         CASH MANAGEMENT PROMPT PAY MENU...12
ACCRUED EXPENDITURE DATA ENTRY MENU..6   COST AND FEE HISTORY UPDATE.....13
CONTRACT PAYMENT & REPORTING MENU....7   ACCOUNTING CLASS DATA ENTRY.....14
                                   IBOP TRANSZCTIONS.....15
                                   AUTHORIZATION REQUEST MENU.....16
                                   DISBURSEMENT REPORTING MENU.....17
                                   FINANCIAL INQUIRIES MENU.....18
```

FUNCTION:

BATCH-ID:

```
*****
*****
FIGURE 13-1
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
FUNCTION	FUNCTION (2 A/N) - Enter B, X, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, or 18.
BATCH-ID	BATCH IDENTIFICATION (6 A/N) - Enter or leave blank.

NOTE: Depress ENTER to enter data into the system.
Depress PA2 to return to the previous menu screen.

13.1.6.1 UNAA27 - AF C-147 AND 1341, DD FORM 1329, AND SF 1219 DATA ENTRY MENU

a. GENERAL - This is the menu screen for accessing Air Force monthend adjustment screens. It is accessed by entering Function 4 on Screen UNAA20, Financial Data Entry Menu.

b. SCREEN FORMAT - Figure 13-2 is a sample screen format for UNAA27.

```
*****
*****
UNAA27      AF C-147 & 1341, DD FORM 1329, & SF 1219 DATA ENTRY MENU

            BATCH STATUS INQUIRY.....B

            MODE XC.....X

            AF C-147 & DD FORM 1329 (IJ).....1

            AF C-147 & SF 1219 - SECTION 1, PART A (4J).....2

            AF C-147 & 1219 - SECTION 2 (5J).....3

            AF C-147 & 1341 (6J).....4

            AF C-147 & SF 1219 - SECTION 1 PARTS B & C (7J).....5


            FUNCTION: X

            BATCH-ID: XXXXXX


*****
*****
            FIGURE 13-2
```

c. INPUT INSTRUCTION

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
FUNCTION	FUNCTION (1 A/N) - Enter B, X, 2, 3, 4, 5, or 6.
BATCH-ID	BATCH IDENTIFICATION (6 A/N) - Enter or leave blank.

NOTE: Depress ENTER to enter data into the system.
Depress PA2 to return to the previous menu screen.

13.1.6.2 UNAA29 - AIR FORCE C-147 AND 1219 - 4J

a. GENERAL - This is the Air Force C-147 and 1329 4J screen. It is accessed by entering Function 2 on Menu Screen UNAA27.

b. SCREEN FORMAT - Figure 13-3 is a sample screen format for UNAA29.

```
*****
*****
UNAA29                AIR FORCE C-147 AND 1219 - 4J
```

DAY-OF-YR: XXX PART: A LINE NO: XXX

US DLR AMT: XXXXXXXXXXXXXXXX

ADSN: XXXX00 CARD ID: 4 RPT CD: J **

DELETE RECORD? X

```
*****
*****
                        FIGURE 13-3
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
DAY-OF-YR	DAY OF YEAR (3N) - Enter Julian date, 001-366.
PART	PART (1A) - System generated.
LINE NO	LINE NUMBER (3N) - Enter Statement of Accountability line number.
US DLR AMT	US DOLLAR AMOUNT (14A/N) - Must be entered. For a credit, enter a dash (-) in first position.
ADSN	ACCOUNTING AND DISBURSING STATION NUMBER (4N) - Enter the DSSN.
CARD ID	CARD IDENTIFICATION NUMBER (1N) - System generated.
RPT CD	REPORT CODE (1A) - System generated.
DELETE RECORD	DELETE RECORD (1A) - Enter Y to delete record; otherwise, leave blank.

NOTE: Depress ENTER to enter data into the system.
Depress PA2 to return to the previous menu screen.

13.1.6.3 UNAA30 - AIR FORCE C-147 AND 1219 - 5J

a. GENERAL - This is the Air Force C-147 and 1219 5J screen. It is accessed by entering Function 3 on Menu Screen UNAA27.

b. SCREEN FORMAT - Figure 13-3 is a sample format for Screen UNAA30.

```
*****
*****
UNAA30                AIR FORCE C-147 AND 1219 - 5J
```

AS-OF-DATE: XXX

CHECKS AMT: \$XXXXXXXXXXXXX MON/YR: XX XX

AMOUNT: \$XXXXXXXXXXXXX MON/YR: XX XX

AMOUNT: \$XXXXXXXXXXXXX

TOTAL CHECK AMOUNT: \$XXXXXXXXXXXXX

ADSN: XXXX00 CARD ID: 5

RPT CD: J **

DELETE RECORD? X

```
*****
*****
FIGURE 13-4
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
AS-OF-DATE	AS OF DATE (3N) - Enter a Julian date, 001-366.
CHECKS AMT	CHECKS AMOUNT (13N) - Must be entered.
MON/YR	
MON	MONTH (2N) - Enter a number, 01-12.
YR	YEAR (2N) - Enter a number, 00-99.
AMOUNT	AMOUNT (14N) - Enter or leave blank. For a credit enter a dash (-) in the first position.
MON/YR	
MON	MONTH (2N) - Enter a number, 01-12.
YR	YEAR (2N) - Enter a number, 00-99.
AMOUNT	AMOUNT (14N) - Enter or leave blank. For a credit enter a dash (-) in the first position.
TOTAL CHECK AMOUNT	TOTAL CHECK AMOUNT (13N) - Must be entered.

DATA ELEMENTINPUT INSTRUCTIONS

ADSN	ACCOUNTING AND DISBURSING STATION NUMBER (4N) - Enter the DSSN.
CARD ID	CARD IDENTIFICATION (1N) - System generated.
RPT CD	REPORT CODE (1A) - System generated.
DELETE RECORD	DELETE RECORD (1A) - Enter Y to delete record; otherwise, leave blank.

NOTE: Depress ENTER to enter data into the system.
Depress PA2 to return to the previous menu screen.

13.1.6.4 UNAA31 - AIR FORCE C-147 AND 1341 - 6J

a. GENERAL - This is the Air Force C-147 and 1341 6J screen. It is accessed by entering Function 4 on Menu Screen UNAA27.

b. SCREEN FORMAT - Figure 13-5 is a sample screen format for UNAA31.

```
*****
*****
UNAA31                AIR FORCE C-147 AND 1341 - 6J
```

DAY-OF-YR: XXX CONFIRMED DEP NR: XXXXXXXX

DEBIT VOU NR: XXXXXXXX

TRANS DATE- MON: XX DAY: XX YR: XX

AMOUNT: XXXXXXXXXXXX DOC NO DT: XX XX XX

ADSN: XXXX00 CARD ID: 6 RPT CD: J **

DELETE RECORD? X

```
*****
*****
                        FIGURE 13-5
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
DAY-OF-YEAR	DAY OF YEAR (3N) - Enter a Julian date, 001-366.
CONFIRMED DEP NR	CONFIRMED DEPOSIT NUMBER (8A/N) - Enter a number or leave blank.
DEBIT VOU NR	DEBIT VOUCHER NUMBER (8A/N) - Enter a number or leave blank.
TRANS DATE	TRANSACTION DATE
MON	MONTH (2N) - Enter a number, 01-12, or leave blank.
DAY	DAY (2N) - Enter a number, 01-31, or leave blank.
YR	YEAR (2N) - Enter a number, 00-99, or leave blank.

DATA ELEMENTINPUT INSTRUCTIONS

AMOUNT

AMOUNT (14N) - Must be entered. For a credit, enter a dash (-) in the last position.

DOC NO DT

DOCUMENT NUMBER DATE

DAY (2N) - Enter a number, 01-31.

MONTH (2N) - Enter a number, 01-12.

YEAR (2N) - Enter a number, 00-99.

ADSN

ACCOUNTING AND DISBURSING STATION NUMBER (4N) - Enter the DSSN.

CARD ID

CARD IDENTIFICATION (1N) - System generated.

RPT CD

REPORT CODE (1A) - System generated.

DELETE RECORD

DELETE RECORD (1A) - Enter Y to delete record; otherwise, leave blank.

NOTE: Depress ENTER to enter data into the system.
Depress PA2 to return to the previous menu screen.

13.1.6.5 UNAA32 - AIR FORCE C-147 AND 1219 - 7J

a. GENERAL - This is the Air Force C-147 and 1219 7J screen. It is accessed by entering Function 5 on Menu Screen UNAA27.

b. SCREEN FORMAT - Figure 13-6 is a sample screen format for UNAA32.

```
*****
*****
UNAA32                AIR FORCE C-147 AND 1219 - 7J
```

DAY-OF-YR: XXX PART: X LINE NO: XXX

US DLR AMT: XXXXXXXXXXXXX

FOREIGN CURRENCY AMT: XXXXXXXXXXXXX

MIL PMT CERT AMT: XXXXXXXXXXXXX

ADSN: XXXX00 CARD ID: 7 RPT CD: J **

DELETE RECORD? X

```
*****
*****
                        FIGURE 13-6
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
DAY-OF-YR	DAY OF YEAR (3N) - Enter a Julian date, 001-366.
PART	PART (1A/N) - Enter or leave blank.
LINE NO	LINE NUMBER (3 A/N) - Enter or leave blank.
US DLR AMT	US DOLLAR AMOUNT (13N) - Enter or leave blank.
FOREIGN CURRENCY AMT	FOREIGN CURRENCY AMOUNT (13N) - Enter or leave blank.
MIL PMT CERT AMT	MILITARY PAYMENT CERTIFICATION AMOUNT (13N) - Enter or leave blank.
ADSN	ACCOUNTING AND DISBURSING STATION NUMBER (4N) - Enter the DSSN.
CARD ID	CARD IDENTIFICATION (1N) - System generated.

DATA ELEMENTINPUT INSTRUCTIONS

RPT CD

REPORT CODE (1A) - System generated.

DELETE RECORD

DELETE RECORD (1A) - Enter Y to delete record;
otherwise, leave blank.

NOTE: Depress ENTER to enter data into the system.
Depress PA2 to return to the previous menu screen.

13.1.6.6 UNAA33 - AIR FORCE C-146 DATA ENTRY

a. GENERAL - this is the Air Force C-146 Data Entry screen. It is accessed by entering Function 5 on Menu Screen UNAA20.

b. SCREEN FORMAT - Figure 13-7 is a sample format for Screen UNAA33.

```
*****
*****
UNAA33                AIR FORCE C-146 DATA ENTRY

DEPT: XX                TRANS DEPT: XX

ANNUAL YEAR: XX         SYMBOL: XXXX

LIMIT/FUND CODE: XXXX   FY OR PY: X

OAC: XX                BAAM/MPC: XXXX

BUDGET PROJECT: XXXX    SUBPROJECT: XX

ACCT/FISCAL STA: XXXXXX AMOUNT: XXXXXXXXXXXXXXXX

VOUCHER NO: XXXXXX      AS-OF-DATE: XXX

REPORTING STA: XXXX      REPORT CODE: X

CYCLE ID: X   **

DELETE RECORD? X
```

```
*****
*****
                        FIGURE 13-7
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
DEPT	DEPARTMENT (2N) - Enter 57 or 97.
TRANS DEPT	TRANSFER DEPARTMENT (2N) - Enter or leave blank.
ANNUAL YEAR	ANNUAL YEAR (2A/N) - Enter 0-9, M, or X in first position, leave second position blank.
SYMBOL	SYMBOL (4N) - Must be entered.
LIMIT/FUND CODE	LIMIT/FUND CODE (4 A/N) - Must be entered.
FY OR PY	FISCAL OR PROGRAM YEAR (1A/N) - Enter 0-9 or M.
OAC	OPERATING AGENCY CODE (2A/N) - Enter or leave blank.
BAAM/MPC	BAAM/MATERIEL PROGRAM CODE (4A/N) - Must be entered.
BUDGET PROJECT	BUDGET PROJECT (4A/N) - Enter or leave blank.

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
SUBPROJECT	SUBPROJECT (2A/N) - Enter or leave blank.
ACCT/FISCAL STA	ACCOUNTING/FISCAL STATION NUMBER (6A/N) - Must be entered.
AMOUNT	AMOUNT (14N) - Must be entered.
VOUCHER NO	VOUCHER NUMBER (6A/N) - Enter or leave blank.
AS-OF-DATE	AS OF DATE (3N) - Enter a Julian date, 001-366.
REPORTING STA	REPORTING STATION (4N) - Enter the DSSN.
REPORT CODE	REPORT CODE (1A) - Enter or leave blank.
CYCLE ID	CYCLE IDENTIFICATION (1N) - Enter or leave blank.
DELETE RECORD?	DELETE RECORD (1A) - Enter Y to delete record; otherwise, leave blank.

NOTE: Depress ENTER to enter data into the system.
Depress PA2 to return to the previous menu screen.

13.1.6.7 UNAA41 - TRANS FOR OTHERS - DETAIL

a. GENERAL - This is the Transaction for Others-Detail screen. It is accessed by entering Function 8 on Menu Screen UNAA20.

b. SCREEN FORMAT - Figure 13-8 is a sample screen format for UNAA41.

```
*****
*****
UNAA41                TRANS FOR OTHERS - DETAIL

APROP DEPT: XX        FUND TYPE: X

BASIC SYM: XXXX      LMT-SUBH: XXXX  OPG-AGCY: XX

DISB-RIMB: X          FMS CASE+LINE: XXXXXX    FSCL-STA-NO: XXXXXX

AMT: XXXXXXXXXXXXXXX TFO-TL-NO: XX

DISB-DT: XXX          VOCH NO: XXXXXX  DSSN: XXXX

FDRI: XXX             RECORD TYPE: X

DELETE RECORD? X
```

```
*****
*****
                        FIGURE 13-8
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
APROP DEPT	APPROPRIATION DEPARTMENT (2N) - Enter 17, 21, 24, 43, 57, 69, or 97.
FUND TYPE	FUND TYPE (1N) - Enter 1 or leave blank.
FY	FISCAL YEAR (1 A/N) - Must be entered.
BASIC SYM	BASIC SYMBOL (4N) - Must be entered.
LMT-SUBH	LIMIT/SUBHEAD (4 A/N) - Enter or leave blank.
OPG-AGCY	OPERATING AGENCY CODE (2N) - Enter 00, 49, 90, 99, or leave blank.
DISB-RIMB	DISBURSEMENT/REIMBURSEMENT (1N) - Enter 0 or 7.
FMS CASE+LINE	FOREIGN MILITARY SALES CASE AND LINE NUMBERS (6 A/N) - Enter or leave blank.
FSCL-STA-NO	FISCAL STATION NUMBER (6 A/N) - Must be entered.

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
AMT	AMOUNT (13N) - Must be entered.
TFO-TL-NO	TRANSACTION FOR OTHERS TL NUMBER (2 A/N) - Must be entered.
DISB-DT	DISBURSEMENT DATE (3N) - Enter 01-12 in pos. 1-2, 0-9 in position 3.
VOUCH NO	VOUCHER NUMBER (6 A/N) - Enter or leave blank.
DSSN	DISBURSING STATION SYMBOL NUMBER (4N) - Must be entered.
FDRI	FINANCIAL DATA REPORTING IDENTIFIER (3 A/N) - Must be entered.
RECORD TYPE	RECORD TYPE (1 A/N) - Enter 4 or D.
DELETE RECORD	RECORD TYPE (1A) - Enter Y to delete record; otherwise, leave blank.
NOTE: Depress ENTER to enter data into the system. Depress PA2 to return to the previous menu screen.	

13.1.6.8 UNAA42 - TRANS FOR OTHERS - HEADER

a. GENERAL - this is the Transaction for Others-Header screen. It is accessed by entering Function 9 on Menu Screen UNAA20.

b. SCREEN FORMAT - Figure 13-9 is a sample screen format for UNAA42.

```
*****
*****
UNAA42                TRANS FOR OTHERS - HEADER
```

CBUD:

FSCL-STA-NO: _____
OPER-AGENCY: ____

ADDRESS LINE1: _____
 LINE2: _____
 LINE3: _____
 LINE4: _____
 CITY: _____
 STATE: ____
 ZIP: _____

ENTER FSN CODE, PA2=EXIT, PF4=INQUIRY, OR PF5=CBUD

```
*****
*****
                        FIGURE 13-9
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
FSCL-STA-NO	FISCAL STATION NUMBER (6 A/N) - Must be entered.
OPER-AGCY	OPERATING AGENCY CODE (2 A/N) - Enter or leave blank.
ADDRESS LINE1:	Enter the Fiscal Station Name
LINE2:	Enter street address or PO Box
LINE3:	Enter or leave blank.
LINE4:	Enter or leave blank.
City:	Enter the city name.
STATE:	Enter 2 position State identifier
ZIP:	Enter 5 or 9 position zip code.

13.1.6.9 UNAA45 - 302 Report Menu

a. GENERAL This is the 302 Report Menu screen. It is accessed by entering Function 10 on Menu Screen UNAA20.

b. SCREEN FORMAT - Figure 13-10 is a sample screen format for UNAA45.

```
*****
*****
UNAA45          302 REPORT MENU
```

BATCH STATUS INQUIRY.....B

MODE XC.....X

STATEMENT OF TRANSACTIONS.....1

STATEMENT OF ACCOUNTABILITY....2

DSSN:

FUNCTION:

BATCH-ID:

TOTAL ADJUSTMENT AMOUNT:

TOTAL ADJUSTMENT RECORDS NO:

```
*****
*****
          FIGURE 13-10
```

c. INPUT INSTRUCTIONS

DSSN Disbursing Station Symbol Number - Enter the 4
Position DSSN.

FUNCTION FUNCTION - Enter one of the functions on the
Screen.

BATCH ID: Batch Identification - Enter up to 6 position
Batch number.

TOTAL ADJUSTMENT AMOUNT: This field is system generated from the input
Transactions.

TOTAL ADJUSTMENT RECORDS NO: This field is system generated from the input
Transactions.

13.1.6.10 UNAA43 - 302 STATEMENT OF TRANSACTIONS

a. GENERAL - This is the 302 Statement of Transaction screen. It is accessed by entering Function 1 on Menu Screen UNAA45.

b. SCREEN FORMAT - Figure 13-11 is a sample screen format for UNAA43.

```
*****
*****
UNAA43              302 STATEMENT OF TRANSACTIONS          BATCH-ID: XXXXXX
                   OPG-AGCY:                                RECORD NO:      1

APROP-LMT:

RIMPT-DES:          PAYROLL-OFFICE-NO:                     FMS CASE+LINE:

FSCL-STA-NO:        AMOUNT:

ASN:                TFO-TRANS-NO:                          VOUCHER-NO:

DISBRS-DATE:        DISBRS-STA-SYM-NO: 6469

FIN-DATA-RPT-ID:    RECORD-TYPE:

DELETE RECORD?
NEW BATCH - ENTER DATA OR PA2 TO EXIT
```

```
*****
*****
FIGURE 13-11
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
BATCH ID	BATCH IDENTIFICATION (6 A/N) - system generated.
RECORD NO	RECORD NUMBER (5 N) - system generated.
APROP-LMT	APPROPRIATION/LIMIT (12 A/N) - Must be entered.
OPG-AGCY	OPERATING AGENCY CODE (2N) - Enter 00, 20, 46, 49, 90, 99, or leave blank.
RIMPT-DES	REIMBURSEMENT DESIGNATOR (1N) - Enter 0 or 7.
PAYROLL-OFFICE-NO	PAYROLL OFFICE NUMBER (2N) - Leave blank except when FDRI is 36B and appropriation is 24X8135.8000; for this appropriation, enter numerics in pos. 1-2.

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
FMS CASE+LINE	FOREIGN MILITARY SALES CASE AND LINE NUMBERS (6 A/N) - Must be entered except when PAYROLL- OFFICE-NO is entered, in which case this field must be left blank.
FSCL-STA-NO	FISCAL STATION NUMBER (6 A/N) - Must be entered.
AMOUNT	AMOUNT (13N) - Enter or leave blank.
ASN	ALLOTMENT SERIAL NUMBER (4 A/N) - Enter or leave blank.
TFO-TRANS-NO	TRANSACTION FOR OTHERS TRANSACTION NUMBER (2A/N) Enter an alpha, A-M, in the first position, an alpha or numeric, 0-7, in the second position. If FDRI = 32A, 32C, 32D, 33A, or 36C, this field may be left blank.
VOUCHER-NO	VOUCHER NUMBER - Enter 6 position voucher number or Leave blank.
DISBRS-DATE	DISBURSEMENT DATE MONTH (2N) - Enter a number, 01-12. YEAR (1N) - Enter a number, 0-9.
DISBRS-STA-SYM-NO	DISBURSING STATION SYMBOL NUMBER (4N) - Enter the DSSN.
FIN-DATA-RPT-ID	FINANCIAL DATA REPORTING IDENTIFIER (3 A/N) - Enter 32A, 32C, 32D, 33A, 34A, 36B, or 36C.
RECORD TYPE	RECORD TYPE (1 A/N) - Enter 4 or D.
DELETE RECORD	DELETE RECORD (1A) - Enter Y to delete record, otherwise, leave blank.
NOTE: Depress ENTER to enter data into the system. Depress PA2 to return to the previous menu screen.	

13.1.6.11 UNAA44 - 302 STATEMENT OF ACCOUNTABILITY

a. GENERAL - This is the 302 Statement of Accountability screen. It is accessed by entering Function 2 on Menu Screen UNAA45.

b. SCREEN FORMAT - Figure 13-12 is a sample screen format for UNAA44.

```
*****
*****
UNAA44          302 STATEMENT OF ACCOUNTABILITY          BATCH-ID: XXXXXX
```

RECORD NO:

1

DEPT-CD: 21 CONFIRMED-DEPOSIT-NO:

DEBIT-VCHR-NO:

CON-DEP-DT: UNCON-DEP-DT:

AMOUNT:

TRX-CD: SPECIAL-CODE:

DISBRS-STA-SYM-NO: 6469

FIN-DATA-RPT-ID: 0AR ACCTG DATE:

RECORD-TYPE: 4

DELETE RECORD?

NEW BATCH - ENTER DATA OR PA2 TO EXIT

```
*****
*****
```

FIGURE 13-12

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
BATCH ID	BATCH IDENTIFICATION (6 A/N) - system generated.
RECORD NO	RECORD NUMBER (5 N) - system generated.
DEPT-CD	DEPARTMENT CODE (2N) - System generated.
CONFIRMED-DEPOSIT-NO	CONFIRMED DEPOSIT NUMBER (8 A/N) - Enter or leave blank.
DEBIT-VCHR-NO	DEBIT VOUCHER NUMBER (8 A/N) - Enter or leave blank.
CON-DEP-DT	CONFIRMED DEPOSIT DATE YEAR (2N) - Enter 80-99 or leave blank. MONTH (2N) - Enter 01-12 or leave blank. DAY (2N) - Enter 01-31 or leave blank.

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
UNCON-DEP-DT	UNCONFIRMED DEPOSIT DATE YEAR (2N) - Enter 80-99 or leave blank. MONTH (2N) - Enter 01-12 or leave blank. DAY (2N) - enter 01-31 or leave blank.
AMOUNT	AMOUNT (13N) - Enter or leave blank. Credit entries are made by putting a dash (-) after the dollar amount.
TRX-CD	TRANSACTION CODE (3N) - Enter 210, 211, 212, 410, 420, 500, 620, 650, or 730. If TRX-CD = 210, 211, or 212, then CON-DEP-DT must contain year and month, and day must be blank. If TRX-CD = 420, then CON-DEP-DT must contain a 6-position date or be blank.
SPECIAL-CODE	SPECIAL CODE (1N) - Enter 1, 2, 3, 6, 7, or 8. If SPCIAL-CODE = 2 and TRX-CD = 420, then CONFIRMED-DEPOSIT-NO and CON-DEP-DT must not be blank. If SPECIAL-CODE = 3 and TRX-CD = 420, the DEBIT-VCHR-NO must not be blank.
DISBRS-STA-SYM-NO	DISBURSING STATION SYMBOL NUMBER (4N) - Enter the DSSN.
FIN-DATA-RPT-ID	FINANCIAL DATA REPORTING IDENTIFIER (3 A/N) - System generated.
ACCTG DATE	ACCOUNTING DATE YEAR (1N) - Enter a number, 0-9. MONTH (2N) - Enter a number, 01-12.
RECORD TYPE	RECORD TYPE (1N) - System generated.
DELETE RECORD?	DELETE RECORD (1A) - Enter Y to delete record; otherwise, leave blank.
NOTE:	Depress ENTER to enter data into the system. Depress PA2 to return to the previous menu screen.

13.1.6.12 UNPV50 - DISBURSEMENT REPORTING MENU

a. GENERAL - This is the Disbursement Reporting Menu screen. It is accessed by entering Function 17 on Menu Screen UNAA20.

b. SCREEN FORMAT - Figure 13-13 is a sample screen format for UNPV50.

```
*****
*****
UNPV50                DISBURSEMENT REPORTING MENU
```

CBUD:

RGS: XXXXXXXX

```
      * CREATE A VOUCHERED DISBURSEMENT.....A
      ** CORRECT A VOUCHERED DISBURSEMENT....B
      ** DELETE A VOUCHERD DISBURSEMENT.....C
      DISBURSEMENT TRANSMISSION.....D
      DISBURSEMENT INQUIRY MENU.....E
      *** REJECTED PREVAL 9 RECORDS.....F
      TERMINATE THIS FACILITY.....PA2
```

FUNCTION: X

PIIN: XXXXXX XX XXXX SPIIN: XXXX ACRN: XX VOUCHER: XXXXXX
VOUCHER DATE: XX XX XXXX

```
      * ENTER PIIN/SPIIN, ACRN, VOUCHER NUMBER AND VOUCHER DATE
      ** ENTER PIIN/SPIIN, VOUCHER NUMBER AND VOUCHER DATE
      *** ENTER PIIN/SPIIN, VOUCHER NUMBER
```

XXX XX

```
*****
*****
```

FIGURE 13-13

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (12 A/N) - If entered, must match a data element on the screen.
FUNCTION	FUNCTION (1A) - Enter A, B, C, D, E, or F.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - Enter the contract number or leave blank.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION (4 A/N) - Enter or leave blank.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2 A/N) Enter or leave blank.
VOUCHER NO	VOUCHER NUMBER (6 A/N) - Enter or leave blank.

DATA ELEMENTINPUT INSTRUCTIONS

VOUCHER DATE

VOUCHER DATE

MONTH (2N) - Enter or leave blank.

DAY (2N) - Enter or leave blank.

YEAR (4N) - Enter or leave blank.

NOTE: Depress ENTER to enter data into the system
Depress PA2 to return to the previous menu screen.

13.1.6.13 UNPV51 - CREATE A VOUCHERED DISBURSEMENT

a. GENERAL - This is the Create A Vouchered Disbursement screen. It is accessed by entering Function A on Menu Screen UNPV50.

b. SCREEN FORMAT - Figure 13-14 is a sample screen format for UNPV51.

```
*****
*****
UNPV51          CREATE A VOUCHERED DISBURSEMENT
CBUD:                                                  RGS:XXXXXXXX

PIIN: XXXXXX XX XXXXX SPIIN: XXXX ACRN: XX VOUCHER NO: XXXXXX DATE: XX XX XXXX

APPROPRIATION: XXXXXXXXXXXX  FD-CD: XX  LIMIT/SUBHEAD: XXXX  SERVICE: X
SUPPLE ACCOUNTG CLASSIFICATION: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
ACCOUNTING STATION: XXXXXX

ORIGINAL VOUCHER NUMBER: XXXXXX  SHIPMENT NUMBER: XXXXXXXX  DSSN: XXXX

TRAN
CODE TP CLIN  QUANTITY REQUISITION NO  DOLLAR AMOUNT  UNIT PRICE

XX  X  XXXXXX XXXXXXXX XXXXXXXXXXXXXXXXXXXX XX,XXX,XXX,XXX.XX  X,XXX,XXX,XXX.XXXXXX

TOTAL GROSS AMOUNT: XXXXXXXXXXXX.XX  TOTAL NET PAID: XXXXXXXXXXXX.XX

XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

*****
*****
```

FIGURE 13-14

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - If entered, must match a data element on the screen.
RGS	READING GROUP SPECIALIST (8 A/N) - System generated.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated and protected.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION (4 A/N) - System generated and protected.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2 A/N) - System generated and protected.
VOUCHER NO	VOUCHER NUMBER (6 A/N) - System generated and protected.

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
DATE	VOUCHER DATE (8N) - System generated and protected.
APPROPRIATION	APPROPRIATION (10 A/N) - System generated if contract is on data base; otherwise, must be entered.
FD-CD	FUND CODE (2 A/N) - System generated if contract is on data base; otherwise, must be entered.
LIMIT/SUBHEAD	LIMIT/SUBHEAD (4 A/N) - System generated if contract is on data base; otherwise, must be entered.
SERVICE	SERVICE (1N) - System generated if contract is on data base; otherwise, must be entered.
SUPPLE ACCOUNTG CLASSIFICATION	SUPPLEMENTAL ACCOUNTING CLASSIFICATION (36 A/N) - System generated if contract is on data base; otherwise, must be entered.
ACCOUNTING STATION	ACCOUNTING STATION (6 A/N) - System generated if contract is on data base; otherwise, must be entered.
ORIGINAL VOUCHER NUMBER	ORIGINAL VOUCHER NUMBER (6 A/N) - May be entered.
SHIPMENT NUMBER	SHIPMENT NUMBER (8 A/N) - Must be entered.
DSSN	DISBURSING STATION SYMBOL NUMBER (4N) - Must be entered.
TRAN CODE	TRANSACTION CODE (2 A/N) - Enter or leave blank.
CLIN	CONTRACT LINE ITEM NUMBER (6 A/N) - Enter or leave blank.
QUANTITY	QUANTITY (8N) - Enter or leave blank.
REQUISITION NO	REQUISITION NUMBER (17 A/N) - Enter or leave blank.
DOLLAR AMOUNT	DOLLAR AMOUNT (13N) - Must be entered.
UNIT PRICE	UNIT PRICE (15N) - Enter or leave blank.
TOTAL GROSS AMOUNT	TOTAL GROSS AMOUNT (13N) - System generated. This is the sum of all debit amounts, regardless of transaction code.
TOTAL NET PAID	TOTAL NET PAID (13N) - System generated. This is the sum of all debit and credit amounts, regardless of transaction code.
NOTE: Depress ENTER to generate Total Gross Amount and Total Net Paid; Depress ENTER again to enter data into the system. Depress PA2 to return to the previous menu screen.	

13.1.6.14 UNPV52 - CORRECT A VOUCHERED DISBURSEMENT

a. GENERAL - This is the Correct A Vouchered Disbursement screen. It is accessed by entering Function B on Menu Screen UNPV50.

b. SCREEN FORMAT - Figure 13-15 is a sample screen format for UNPV51.

```
*****
*****
UNPV52                CORRECT A VOUCHERED DISBURSEMENT
CBUD:                                                         RGS: XXXXXXXX

PIIN: XXXXXX XX XXXXX SPIIN: XXXX ACRN: XX VOUCHER NO: XXXXXX DATE: XX XX XXXX

ACT CD
  X  APPROPRIATION: XXXXXXXXXXXX      LIMIT/SUBHEAD: XXXX
    SUPPLE ACCOUNTG CLASSIFICATION: XXXXXXXXXXXXXXXXXXXXXXXXXXXX
    ACCOUNTING STATION: XXXXXX

ORIGINAL VOUCHER NUMBER: XXXXXX  SHIPMENT NUMBER: XXXXXXXX  DSSN: XXXX

  TRAN CD  TP  CLIN  QUANTITY      DOLLAR AMOUNT      UNIT PRICE
X   XX      X   XXXXXX XXXXXXXX  XX,XXX,XXX,XXX.XX  X,XXX,XXX,XXX.XXXXXX
```

TOTAL GROSS AMOUNT: XXXXXXXXXXXX.XX TOTAL NET PAID: XXXXXXXXXXXX.XX

XXX XX

```
*****
*****
FIGURE 13-15
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - If entered, must match a data element on the screen.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2 A/N) System generated.
VOUCHER NO	VOUCHER NUMBER (6 A/N) - System generated.
DATE	VOUCHER DATE (8N) - System generated.
ACT CD	ACTION CODE (1A) - Enter C to change Appropriation or Limit/Subhead; otherwise, leave blank.

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
APPROPRIATION	APPROPRIATION (10 A/N) - System generated; may be changed.
LIMIT/SUBHEAD	LIMIT/SUBHEAD (4 A/N) - System generated; may be changed.
ACT CD	ACTION CODE (1A) - Enter C to change Supplemental Accounting Classification; otherwise, leave blank.
SUPPLE ACCOUNTG CLASSIFICATION	SUPPLEMENTAL ACCOUNTING CLASSIFICATION (36 A/N) - System generated; may be changed.
ACCOUNTING STATION	ACCOUNTING STATION (6 A/N) - System generated and protected.
ACT CD	ACTION CODE (1A) - Enter C to change Original Voucher Number, Shipment Number, or DSSN; otherwise, leave blank.
ORIGINAL VOUCHER NUMBER	ORIGINAL VOUCHER NUMBER (6 A/N) - System generated; may be changed.
SHIPMENT NUMBER	SHIPMENT NUMBER (8 A/N) - System generated; may be changed.
DSSN	DISBURSING STATION SYMBOL NUMBER (4 N) - System generated; may be changed.
ACT CD	ACTION CODE (1 A) - Enter A, C, or D to add, change, or delete Tran Code, Type Payment, CLIN, Quantity, Dollar Amount, or Unit Price; otherwise, leave blank.
TRAN CODE	TRANSACTION CODE (2 A/N) - System generated; may be changed.
TP	TYPE PAYMENT (1N) - System generated; may be changed.
CLIN	CONTRACT LINE ITEM NUMBER (6 A/N) - System generated; may be changed.
QUANTITY	QUANTITY (8N) - System generated; may be changed.
REQUISITION NO	REQUISITION NUMBER (17 A/N) - System generated; may be changed.
DOLLAR AMOUNT	DOLLAR AMOUNT (13N) - System generated; may be changed.
UNIT PRICE	UNIT PRICE (15N) - System generated; may be changed.

DATA ELEMENTINPUT INSTRUCTIONS

TOTAL GROSS AMOUNT TOTAL GROSS AMOUNT (13N) - System generated. This is the sum of all debit amounts, regardless of transaction code.

TOTAL NET PAID TOTAL NET PAID (13N) - System generated. This is the sum of all debit and credit amounts, regardless of transaction code.

NOTE: Depress ENTER to generate Total Gross Amount and Total Net Paid;
Depress ENTER again to enter data into the system.
Depress PA2 to return to the previous menu screen.

13.1.6.15 UNPV53 - DELETE A VOUCHERED DISBURSEMENT

a. GENERAL - This is the Delete A Vouchered Disbursement screen. It is accessed by entering Function C on Menu Screen UNPV50.

b. SCREEN FORMAT - Figure 13-16 is a sample screen format for UNPV51.

```
*****
*****
UNPV53              DELETE A VOUCHERED DISBURSEMENT              RGS:XXXXXXXX
CBUD:

PIIN: XXXXXX XX XXXXX SPIIN: XXXX ACRN: XX VOUCHER NO: XXXXXX DATE: XX XX XXXX

APPROPRIATION: XXXXXXXXXX          LIMIT/SUBHEAD: XXXX
SUPPLE ACCOUNTG CLASSIFICATION: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
ACCOUNTING STATION: XXXXXX

ORIGINAL VOUCHER NUMBER: XXXXXX    SHIPMENT NUMBER: XXXXXXXX    DSSN: XXXX

TRAN CD   TP   CLIN   QUANTITY   DOLLAR AMOUNT   UNIT PRICE
      XX     X   XXXXXX   XXXXXXXX   XX,XXX,XXX,XXX.XX   X,XXX,XXX,XXX.XXXXXX
```

XXX XX

FIGURE 13-16

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - If entered, must match a data element on the screen.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated and protected.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated and protected.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2 A/N) System generated and protected.
VOUCHER NO	VOUCHER NUMBER (6 A/N) - System generated and protected.
DATE	VOUCHER DATE (8N) - System generated and protected.

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
APPROPRIATION	APPROPRIATION (10 A/N) - System generated and protected.
LIMIT/SUBHEAD	LIMIT/SUBHEAD (4 A/N) - System generated and protected.
SUPPLE ACCOUNTG CLASSIFICATION	SUPPLEMENTAL ACCOUNTING CLASSIFICATION (36 A/N) - System generated and protected.
ACCOUNTING STATION	ACCOUNTING STATION (6 A/N) - System generated and protected.
ORIGINAL VOUCHER NUMBER	ORIGINAL VOUCHER NUMBER (6 A/N) - System generated and protected.
SHIPMENT NUMBER	SHIPMENT NUMBER (8 A/N) - System generated and protected.
DSSN	DISBURSING STATION SYMBOL NUMBER (4N) - System generated and protected.
TRAN CODE	TRANSACTION CODE (2 A/N) - System generated and protected.
TP	TYPE PAYMENT (1N) - System generated and protected
CLIN	CONTRACT LINE ITEM NUMBER (6 A/N) - System generated and protected.
QUANTITY	QUANTITY (8N) - System generated and protected.
REQUISITION NO	REQUISITION NUMBER (17 A/N) - System generated and protected.
DOLLAR AMOUNT	DOLLAR AMOUNT (13N) - System generated and protected.
UNIT PRICE	UNIT PRICE (15N) - System generated and protected.

NOTE: Depress ENTER to delete data.
Depress PA2 to return to the previous menu screen.

13.1.6.16 UNPV54 - DISBURSEMENTS AWAITING TRANSMISSION

a. GENERAL - This is the Disbursements Awaiting Transmission screen. It is accessed by entering Function D on Menu Screen UNPV50.

b. SCREEN FORMAT - Figure 13-17 is a sample screen format for UNPV54.

```
*****
*****
UNPV54          DISBURSEMENTS AWAITING TRANSMISSION
CBUD:                                                  RGS: XXXXXXXX

TRANSMISSION
INDICATOR      SERVICE    CREATION DATE    COMMENTS
X              X          XX XX XXXX      XXXXXXXXXXXXXXXX
X              X          XX XX XXXX      XXXXXXXXXXXXXXXX
X              X          XX XX XXXX      XXXXXXXXXXXXXXXX
X              X          XX XX XXXX      XXXXXXXXXXXXXXXX
X              X          XX XX XXXX      XXXXXXXXXXXXXXXX
X              X          XX XX XXXX      XXXXXXXXXXXXXXXX
X              X          XX XX XXXX      XXXXXXXXXXXXXXXX
X              X          XX XX XXXX      XXXXXXXXXXXXXXXX
X              X          XX XX XXXX      XXXXXXXXXXXXXXXX
X              X          XX XX XXXX      XXXXXXXXXXXXXXXX
X              X          XX XX XXXX      XXXXXXXXXXXXXXXX
X              X          XX XX XXXX      XXXXXXXXXXXXXXXX
```

```
***MORE***
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

```
*****
*****
FIGURE 13-17
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (22 A/N) - If entered, must match a data element on the screen.
RGS	READING GROUP SPECIALIST CODE (8 A/N) - System generated.
TRANSMISSION INDICATOR	TRANSMISSION INDICATOR (1A) - Enter X to transmit this batch of disbursement records.
SERVICE	SERVICE (1A) - System generated and protected.
CREATION DATE	CREATION DATE (8N) - System generated and protected.

DATA ELEMENT

COMMENTS

INPUT INSTRUCTIONS

COMMENTS

UNROUTABLE - Accounting Station is not on
TB0092.

OUT-OF-BALANCE - Dollar amount of the Preval 9
records associated with a voucher does not
agree with subvoucher amount.

13.1.6.17 UNPV55 - DISBURSEMENT INQUIRY SCREEN

a. GENERAL - This is the Disbursement Inquiry Screen. It is accessed by entering Function E on Menu Screen UNPV50.

b. SCREEN FORMAT - Figure 13-18 is a sample screen format for UNPV55.

```
*****
*****
UNPV55          DISBURSEMENT INQUIRY SCREEN
CBUD:                                     RGS: XXXXXXXX
```

```

* LIST OF OUT OF BALANCE AND UNROUTABLE DISBR.....A
** TRANSMITTED VOUCHER TRANSACTIONS.....B
*** DAILY DISBURSEMENT SERVICE SUMMARY.....C
* ADD/CORRECTED DISBURSEMENTS INQUIRY.....D
  TERMINATE THIS FACILITY.....PA2
```

FUNCTION: X

VOUCHER DATE: XX XX XXXX DSSN: XXXX ACCOUNTING STATION: XXXXXX

PIIN: XXXXXXXXXXXX SPIIN: XXXX VOUCHER NO: XXXXXX

```

* MUST ENTER VOUCHER DATE (OPTIONAL: DSSN OR ACCTG STATION)
** ENTER VOUCHER DATE OR VOUCHER DATE/DSSN OR VOUCHER DATE/
  ACCOUNTING STATION OR PIIN/SPIIN/VOUCHER NUMBER
*** MUST ENTER VOUCHER DATE ONLY
```

XXX XX

```
*****
*****
```

FIGURE 13-18

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (18 A/N) - If entered, must match a data element on the screen.
RGS	READING GROUP SPECIALIST CODE (8 A/N) - System generated.
FUNCTION	FUNCTION (1A) - Enter A, B, C, or D.
VOUCHER DATE	VOUCHR DATE (8N) - Enter or leave blank.
DSSN	DISBURSING STATION SYMBOL NUMBER (4N) - Enter or leave blank.
ACCOUNTING STATION	ACCOUNTING STATION (6 A/N) - Enter or leave blank.

DATA ELEMENTINPUT INSTRUCTIONS

PIIN

PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER
(13 A/N) - Enter or leave blank.

SPIIN

SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION
NUMBER (4 A/N) - Enter or leave blank.

VOUCHER NO

VOUCHER NUMBER (6 A/N) - Enter or leave blank.

NOTE: Depress ENTER to enter data into the system.
Depress PA2 to return to the previous menu screen.

13.1.6.18 UNPV56 - OUT-OF-BALANCE/UNROUTABLE DISBR INQUIRY

a. GENERAL - This is the Out-of-Balance/Unroutable Disbursement Inquiry screen. It is accessed by entering Function A on Menu Screen UNPV55.

b. SCREEN FORMAT - Figure 13-19 is a sample screen format for UNPV56.

```
*****
*****
UNPV56          OUT OF BALANCE/UNROUTABLE DISBR INQUIRY
CBUD:                                     RGS: XXXXXXXX
ACCOUNTING STATION: XXXXXX      DSSN: XXXX      VOUCHER DATE: XX XX XXXX
SELECT  ACCTG STA  DSSN  STATUS      PIIN      SPIIN  ACRN  SHIP NO VOUCHER
X       XXXXXX    XXXX   X          XXXXXXXXXXXX XXXX  XX  XXXXXXXX XXXXXX
X       XXXXXX    XXXX   X          XXXXXXXXXXXX XXXX  XX  XXXXXXXX XXXXXX
X       XXXXXX    XXXX   X          XXXXXXXXXXXX XXXX  XX  XXXXXXXX XXXXXX
X       XXXXXX    XXXX   X          XXXXXXXXXXXX XXXX  XX  XXXXXXXX XXXXXX
X       XXXXXX    XXXX   X          XXXXXXXXXXXX XXXX  XX  XXXXXXXX XXXXXX
X       XXXXXX    XXXX   X          XXXXXXXXXXXX XXXX  XX  XXXXXXXX XXXXXX
X       XXXXXX    XXXX   X          XXXXXXXXXXXX XXXX  XX  XXXXXXXX XXXXXX
X       XXXXXX    XXXX   X          XXXXXXXXXXXX XXXX  XX  XXXXXXXX XXXXXX
X       XXXXXX    XXXX   X          XXXXXXXXXXXX XXXX  XX  XXXXXXXX XXXXXX
X       XXXXXX    XXXX   X          XXXXXXXXXXXX XXXX  XX  XXXXXXXX XXXXXX
X       XXXXXX    XXXX   X          XXXXXXXXXXXX XXXX  XX  XXXXXXXX XXXXXX
X       XXXXXX    XXXX   X          XXXXXXXXXXXX XXXX  XX  XXXXXXXX XXXXXX

***MORE***
TOTAL OUT OF BALANCE/UNROUTABLE SETS: XXXX
XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
*****
*****
```

FIGURE 13-19

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (18 A/N) - If entered, must match a data element on the screen.
RGS	READING GROUP SPECIALIST CODE (8 A/N) - System generated.
ACCOUNTING STATION	ACCOUNTING STATION (6 A/N) - System generated and protected.
DSSN	DISBURSING STATION SYMBOL NUMBER (4N) - System generated and protected.
VOUCHER DATE	VOUCHER DATE (8N) - System generated and protected.
SELECT	SELECT (1A) - Enter an X in this field to bring up correction screen UNPV52 for the data selected.

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
ACCTG STA	ACCOUNTING STATION (6 A/N) - System generated and protected.
DSSN	DISBURSING STATION SYMBOL NUMBER (4N) - System generated and protected.
STATUS	STATUS B - Out-of-Balance U - Unroutable
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated and protected.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated and protected.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2 A/N) System generated and protected.
SHIP NO	SHIPMENT NUMBER (8 A/N) - System generated and protected.
VOUCHER	VOUCHER NUMBER (6 A/N) - System generated and protected.
TOTAL OUT OF BAL- ANCE/UNROUTABLE SETS	TOTAL OUT OF BALANCE/UNROUTABLE SETS (4N) - System generated and protected.

NOTE: Depress ENTER to enter data into the system.
Depress PA2 to return to the previous menu screen.

13.1.6.19 UNPV57 - TRANSMITTED VOUCHER TRANSACTIONS

a. GENERAL - This is the Transmitted Voucher Transactions screen. It is accessed by entering Function B on Menu Screen UNPV55.

b. SCREEN FORMAT - Figure 13-20 is a sample screen format for UNPV57.

```
*****
*****
UNPV57              TRANSMITTED VOUCHER TRANSACTIONS
CBUD:                                     RGS: XXXXXXXX

PIIN: XXXXXX XX XXXXX SPIIN: XXXX ACRN: XX  VOUCHER NO: XXXXXX  DATE: XX XX XXXX

APPROPRIATION: XXXXXXXXXX          LIMIT: XXXX

SUPPLE ACCTG CLASSIFICATION: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ACCOUNTING CLASSIFICATION STATION: XXXXXX

ORIGINAL VOUCHER NUMBER: XXXXXX  SHIPMENT NUMBER: XXXXXXXX  DSSN: XXXX

TRAN CD   TP   CLIN   QUANTITY       DOLLAR AMOUNT       UNIT PRICE
      XX    X   XXXXXX  XXXXXXXXX   XX,XXX,XXX,XXX.XX   X,XXX,XXX,XXX.XXXXXX

XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
*****
*****
FIGURE 13-20
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (18 A/N) - If entered, must match a data element on the screen.
RGS	READING GROUP SPECIALIST CODE (8 A/N) - System generated.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated and protected.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated and protected.

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2 A/N) - System generated and protected.
VOUCHER NO	VOUCHER NUMBER (6 A/N) - System generated and protected.
DATE	VOUCHER DATE (8N) - System generated and protected.
APPROPRIATION	APPROPRIATION (10 A/N) - System generated and protected.
LIMIT/SUBHEAD	LIMIT/SUBHEAD (4 A/N) - System generated and protected.
SUPPLE ACCOUNTG CLASSIFICATION	SUPPLEMENTAL ACCOUNTING CLASSIFICATION (36 A/N) - System generated and protected.
ACCOUNTING STATION	ACCOUNTING STATION (6 A/N) - System generated and protected.
ORIGINAL VOUCHER NUMBER	ORIGINAL VOUCHER NUMBER (6 A/N) - System generated and protected.
SHIPMENT NUMBER	SHIPMENT NUMBER (8 A/N) - System generated and protected.
DSSN	DISBURSING STATION SYMBOL NUMBER (4N) - System generated and protected.
TRAN CODE	TRANSACTION CODE (2 A/N) - System generated and protected.
TP	TYPE PAYMENT (1N) - System generated and protected.
CLIN	CONTRACT LINE ITEM NUMBER (6 A/N) - System generated and protected.
QUANTITY	QUANTITY (8N) - System generated and protected.
REQUISITION NO	REQUISITION NUMBER (17 A/N) - System generated and protected.
DOLLAR AMOUNT	DOLLAR AMOUNT (13N) - System generated and protected.
UNIT PRICE	UNIT PRICE (15N) - System generated and protected.

NOTE: Depress ENTER to delete data.
Depress PA2 to return to the previous menu screen.

13.1.6.20 UNPV58 - DAILY DISBURSEMENT SERVICE SUMMARY

a. GENERAL - This is the Daily Disbursement Service Summary screen. It is accessed by entering Function C on Menu Screen UNPV55.

b. SCREEN FORMAT - Figure 13-21 is a sample screen format for UNPV58.

```
*****
*****
UNPV58          DAILY DISBURSEMENT SERVICE SUMMARY
CBUD:                                                  RGS: XXXXXXXX
```

VOUCHER DATE: XX XX XXXX

SERVICE	TOTAL NET DISB/COLL:	TRANSMISSION DATE
ARMY	XX,XXX,XXX,XXX.XX	XX XX XXXX
AIR FORCE	XX,XXX,XXX,XXX.XX	XX XX XXXX
DLA	XX,XXX,XXX,XXX.XX	XX XX XXXX
NAVY	XX,XXX,XXX,XXX.XX	XX XX XXXX

XXX XX

```
*****
*****
```

FIGURE 13-21

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (18 A/N) - If entered, must match a data element on the screen.
RGS	READING GROUP SPECIALIST CODE (8 A/N) - System generated.
VOUCHER DATE	VOUCHER DATE (8N) - System generated and protected.
TOTAL NET DISB/COLL	TOTAL NET DISBURSEMENT/COLLECTION (13N) - System generated and protected.
TRANSMISSION DATE	TRANSMISSION DATE (8N) - System generated and protected.

NOTE: Depress PA2 to return to the previous menu screen.

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
ACT STA	ACCOUNTING STATION (6 A/N) - System generated and protected.
DSSN	DISBURSING STATION SYMBOL NUMBER (4N) - System generated and protected.
A/C	ADDED OR CORRECTED (1A) - System generated and protected.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated and protected.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated and protected.
ACRN	ACCOUNTING CLASSIFICATION REFERENC NUMBER (2 A/N) System generated and protected.
SHIP NO	SHIPMENT NUMBER (8 A/N) - System generated and protected.
VOUCHER	VOUCHER NUMBER (6 A/N) - System generated and protected.
NET PAID/COL	NET PAID OR COLLECTED (13N) - System generated and protected.
D/C	DEBIT OR CREDIT (1A) - System generated and protected.
NOTE: Depress ENTER to enter data into the system. Depress PA2 to return to the previous menu screen.	

13.1.6.22 UNPV60 - 9 RECORD REJECT

a. GENERAL - This is the 9 Record Reject screen. It is accessed by entering Function F on Menu Screen UNPV50.

b. SCREEN FORMAT - Figure 13-23 is a sample screen format for UNPV60.

```
*****
*****
UNPV60                      9 RECORD REJECT
```

CBUD: RGS: XXXXXXXXXX

```
      PIIN      SPIIN  ACRN  SHIPMENT  CLIN  VOUCHR  ACTG STA  O VCHR  TP
XXXXXXXXXXXXXX XXXX   XX   XXXXXXXXX XXXXXX XXXXXX XXXXXX XXXXXX X

DISBR AMOUNT  TRN CD   SUB TRAN AMT      UNIT PRICE      ORD QTY  SHIP QTY
XXXXXXXXXXXXXX XX   XXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXXX XXXXXXXX
```

```
DISB DT  DSSN   APPROP   LIMIT  FY  REQUISITION NUMBER  DAYS IN SUSPENSE
XXXXX   XXXX   XXXXXXXXX  XXXX   X  XXXXXXXXXXXXXXXXXX   XXX
```

```
NAR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      STATUS
NAR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXXXXXXXXXXX
NAR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NAR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NAR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NAR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      ***MORE***
```

RECOMMENDED CORRECTION: X
DFAS-CO RESPONSE: X

```
*****
*****
```

FIGURE 13-23

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (18 A/N) - If entered, must match a data element on the screen.
RGS	READING GROUP SPECIALIST CODE (8 A/N) - System generated.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated and protected.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated and protected.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2 A/N) - System generated and protected.
SHIPMENT	SHIPMENT NUMBER (8 A/N) - System generated and protected.

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
CLIN	CONTRACT LINE ITEM NUMBER (6 A/N) - System generated and protected.
VOUCHER	VOUCHER NUMBER (6 A/N) - System generated and protected.
ACTG STA	ACCOUNTING STATION (6 A/N) - System generated and protected.
O VCHR	ORIGINAL VOUCHER NUMBER (6 A/N) - System generated and protected.
TP	TYPE PAYMENT (1N) - System generated and protected.
DISBR AMOUNT	DISBURSEMENT AMOUNT (13N) - System generated and protected.
TRN CD	TRANSACTION CODE (2 A/N) - System generated and protected.
SUB TRAN AMT	SUB TRANSACTION AMOUNT (13N) - System generated and protected.
UNIT PRICE	UNIT PRICE (15N) - System generated and protected.
ORD QTY	ORDER QUANTITY (8N) - System generated and protected.
SHIP QTY	SHIPMENT QUANTITY (8N) - System generated and protected.
DISB DT	DISBURSEMENT DATE (5N) - System generated and protected.
DSSN	DISBURSING STATION SYMBOL NUMBER (4N) - System generated and protected.
APPROP	APPROPRIATION (10 A/N) - System generated and protected.
LIMIT	LIMIT (4 A/N) - System generated and protected.
FY	FISCAL YEAR (1 A/N) - System generated and protected.
REQUISITION NUMBER	REQUISITION NUMBER (17 A/N) - System generated and protected.
DAYS IN SUSPENSE	DAYS IN SUSPENSE (3N) - System generated and protected.
NAR	NARRATIVE RECORDS (50 A/N) - System generated and protected.

DATA ELEMENTINPUT INSTRUCTIONS

STATUS

STATUS (11A) - System generated: HIGH, LOW, or
ENTITLEMENT; may be changed.RECOMMENDED
CORRECTIONRECOMMENDED CORRECTION (1A) - Enter X to display
Screen UNPV61; otherwise, leave blank.

DFAS-CO RESPONSE

DFAS-COLUMBUS RESPONSE (1A) - Enter X to display
Screen UNPV62; otherwise, leave blank.

13.1.6.23 UNPV61 - RECOMMENDED 9 RECORD CORRECTION

a. GENERAL - This is the Recommended 9 Record Correction screen. It is accessed by entering an X in the Recommended Correction field on either Screen UNPV60 or Screen UNPV62.

b. SCREEN FORMAT - Figure 13-24 is a sample screen format for UNPV61.

```
*****
*****
UNPV61                      RECOMMENDED 9 RECORD CORRECTION
```

CBUD:

RGS: XXXXXXXXXX

```
      PIIN      SPIIN  ACRN SHIPMENT  CLIN  VOUCHR  ACTG STA  O VCHR  TP
XXXXXXXXXXXXXX XXXX   XX   XXXXXXXX  XXXXXX XXXXXX  XXXXXX  XXXXXX  X
```

```
DISBR AMOUNT  TRN CD   SUB TRAN AMT    UNIT PRICE      ORD QTY   SHIP QTY
XXXXXXXXXXXXXX  XX    XXXXXXXXXXXXX  XXXXXXXXXXXXXXXX  XXXXXXXX  XXXXXXXX
```

```
DISB DT   DSSN    APPROP    LIMIT    FY    REQUISITION NUMBER
XXXXXX   XXXX    XXXXXXXXXX  XXXX    X    XXXXXXXXXXXXXXXXXXXX
```

```
NAR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NAR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NAR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NAR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NAR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NAR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

MORE

```
REJECTED 9 RECORD: X
DFAS-CO RESPONSE: X
```

```
*****
*****
```

FIGURE 13-24

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (18 A/N) - If entered, must match a data element on the screen.
RGS	READING GROUP SPECIALIST CODE (8 A/N) - System generated.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated and protected.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated and protected.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2 A/N) - System generated and protected.

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
SHIPMENT	SHIPMENT NUMBER (8 A/N) - System generated and protected.
CLIN	CONTRACT LINE ITEM NUMBER (6 A/N) - System generated and protected.
VOUCHER	VOUCHER NUMBER (6 A/N) - System generated and protected.
ACTG STA	ACCOUNTING STATION (6 A/N) - System generated and protected.
O VCHR	ORIGINAL VOUCHER NUMBER (6 A/N) - System generated and protected.
TP	TYPE PAYMENT (1N) - System generated and protected.
DISBR AMOUNT	DISBURSEMENT AMOUNT (13N) - System generated and protected.
TRN CD	TRANSACTION CODE (2 A/N) - System generated and protected.
SUB TRAN AMT	SUB TRANSACTION AMOUNT (13N) - System generated and protected.
UNIT PRICE	UNIT PRICE (15N) - System generated and protected.
ORD QTY	ORDER QUANTITY (8N) - System generated and protected.
SHIP QTY	SHIPMENT QUANTITY (8N) - System generated and protected.
DISB DT	DISBURSEMENT DATE (5N) - System generated and protected.
DSSN	DISBURSING STATION SYMBOL NUMBER (4N) - System generated and protected.
APPROP	APPROPRIATION (10 A/N) - System generated and protected.
LIMIT	LIMIT (4 A/N) - System generated and protected.
FY	FISCAL YEAR (1 A/N) - System generated and protected.
REQUISITION NUMBER	REQUISITION NUMBER (17 A/N) - System generated and protected.
NAR	NARRATIVE RECORDS (50 A/N) - System generated and protected.

DATA ELEMENTINPUT INSTRUCTIONS

REJECTED 9 RECORD

REJECTED 9 RECORD (1A) - Enter X to display Screen
UNPV60; otherwise, leave blank.

DFAS-CO RESPONSE

DFAS-COLUMBUS RESPONSE (1A) - Enter X to display
Screen UNPV62; otherwise, leave blank.

13.1.6.24 UNPV62 - DFAS-CO RESPONSE TO 9 RECORD REJECT

a. GENERAL - This is the DFAS-Columbus Response To 9 Record Reject screen. It is accessed by entering an X in the DFAS-CO Response field on either Screen UNPV60 or Screen UNPV61.

b. SCREEN FORMAT - Figure 13-25 is a sample screen format for UNPV62.

```
*****
*****
UNPV62                DFAS-CO RESPONSE TO 9 RECORD REJECT
```

CBUD:

RGS: XXXXXXXXX

```

      PIIN      SPIIN      VCHR NO      VCHR DATE      RECVD DATE
XXXXXXXXXXXXXX XXXX      XXXXXX      XX XX XXXX      XX XX XXXX
      ERROR
ACTN  CODE      NARRATIVE

      XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

```

                        REJECTED 9 RECORD: X
                        RECOMMENDED CORRECTION: X
                        MORE: X
                        TRANSMIT: X
```

```
*****
*****
                        FIGURE 13-25
```

c. INPUT INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
CBUD	COMPUTER BASED USER DOCUMENTATION (18 A/N) - If entered, must match a data element on the screen.
RGS	READING GROUP SPECIALIST CODE (8 A/N) - System generated.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated and protected.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated and protected.

<u>DATA ELEMENT</u>	<u>INPUT INSTRUCTIONS</u>
VCHR NO	VOUCHER NUMBER (6 A/N) - System generated; may be changed.
VCHR DATE	VOUCHER DATE (8N) - System generated; may be changed.
RECVD DATE	RECEIVED DATE (8N) - System generated; may be changed.
ACTN	ACTION (1A) - Enter or leave blank.
ERROR CODE	ERROR CODE (2N) - Enter or leave blank.
NAR	NARRATIVE RECORDS (50 A/N) - Enter or leave blank.
REJECTED 9 RECORD	REJECTED 9 RECORD (1A) - Enter X to display Screen UNPV60; otherwise, leave blank.
RECOMMENDED CORRECTION	RECOMMENDED CORRECTION (1A) - Enter X to display Screen UNPV61; otherwise, leave blank.
MORE	MORE (1A) - Enter Y to input more narrative records.
TRANSMIT	TRANSMIT (1A) - Enter X to transmit response back to accounting station.